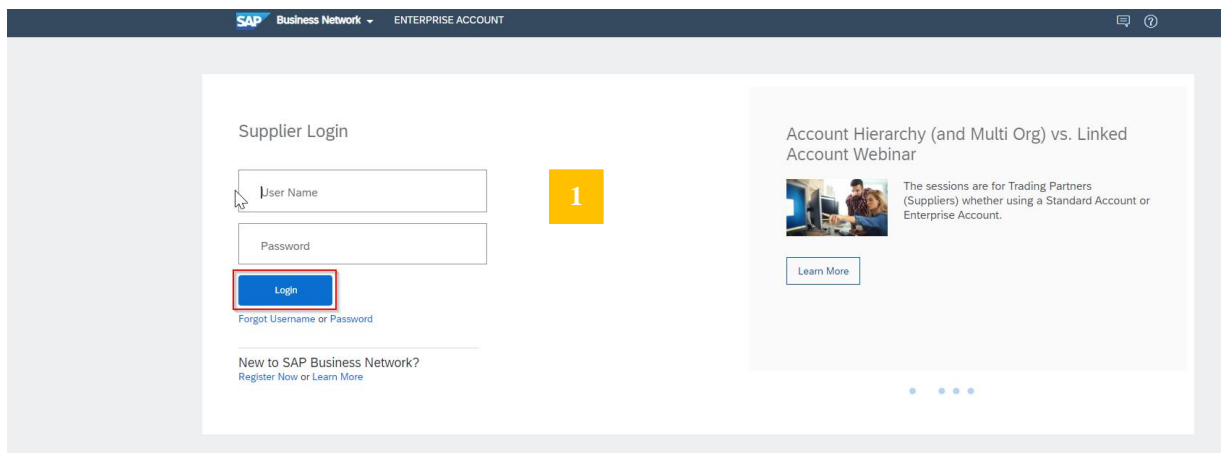




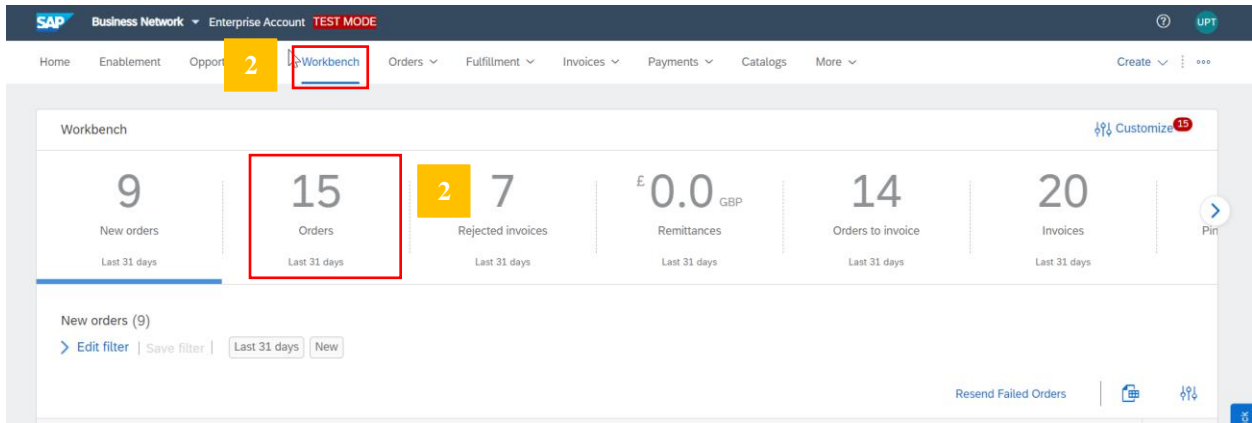
DEUTSCHE BANK GROUP- STEPS TO LOCATE PO

1 Log in to the SAP Business Network supplier portal using the following link – supplier.ariba.com and enter your username and password here. You can find the username in the e-mail sent to you by SAP Business Network during registration.

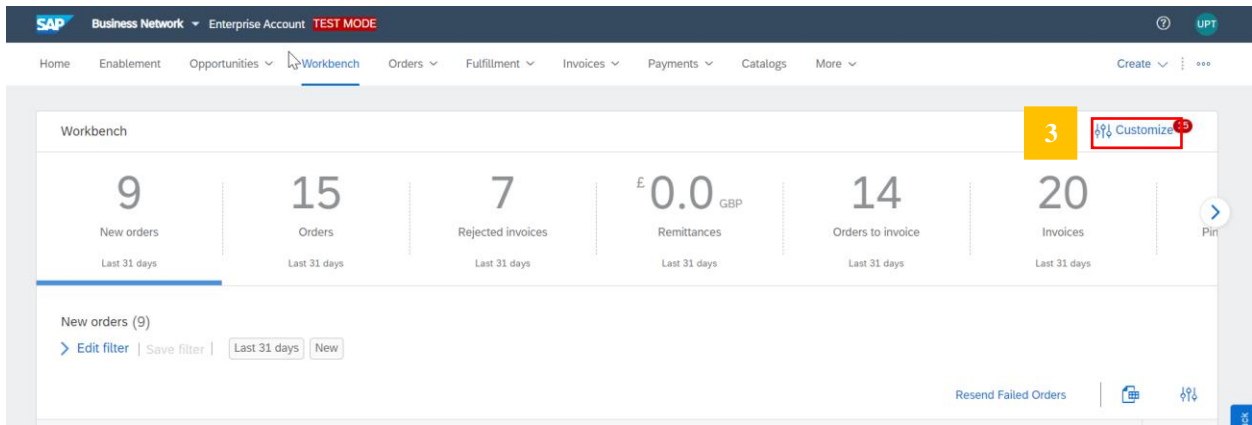
1 Enter your username and password here and click **Login**



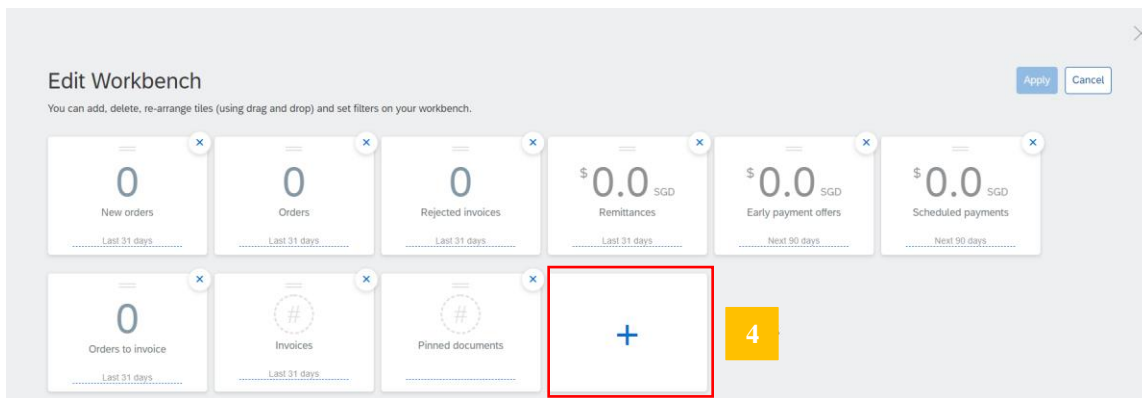
2 From the home screen, click on **Workbench** and select the **Orders** tile.



3 If you do not find the **Orders** tile, click on the **Customize** option and add orders



4 Click on the + symbol to add the Orders tile.



5 Select **Orders**. This will add a tile and take you to the next page.

Add tile



New orders ?	+	Items to ship	+
Changed orders ?	+	Early payment offers ?	+
Orders to invoice ?	+	Service sheets ?	+
Invoices ?	+	Orders with service line ?	+
5 Orders ?	+	Pinned documents ?	+

6

On the next page, click on **Apply**. This will add a tile and take you to the home page

Edit Workbench

You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.

6 **Apply** Cancel

0 New orders Last 31 days	0 Orders Last 31 days	0 Rejected invoices Last 31 days	£ 0.0 GBP Remittances Last 31 days	£ 0.0 GBP Early payment offers Next 90 days	£ 0.0 GBP Scheduled payments Next 90 days
0 Orders to invoice Last 31 days	# Invoices Last 31 days	# Pinned documents	# Orders Last 31 days	# Invoices Last 31 days	+

You'll see the actual count on the Workbench page.

7

Click on Orders and Click on **Edit filter** and select the **Exact match** radio button under **Order numbers**. Enter the PO number you want to submit your invoice against and click on **Apply**. This will display the PO

Workbench

9 New orders Last 31 days

15 Orders Last 31 days

7 Rejected invoices Last 31 days

£ 0.0 GBP Remittances Last 31 days

14 Orders to invoice Last 31 days

20 Invoices Last 31 days

Orders (15)

▼ Edit filter 7

Customers: Select or type selections

Order numbers: Type selection

Partial match Exact match 7

7 Apply Reset Cancel

8 Click on the PO number. This will take you inside the PO, displaying all the details of the PO

Orders (1)

> Edit filter | PT70215697

Resend Failed Orders | 📄 ⚙️

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
PT70215697 8	Deutsche Bank Group - TEST	£1.00 GBP	Dec 16, 2020	New		...

If you are unable to resolve your query with the steps above, please contact the Deutsche Bank P2P Vendor Help desk.

Region	New e-mail address
Australia	au.p2phelp@s2p.db.com
Brazil	br.p2phelp@s2p.db.com
France	fr.p2phelp@s2p.db.com
Germany	de.p2phelp@s2p.db.com
Hong Kong	hk.p2phelp@s2p.db.com
India	ind.p2phelp@s2p.db.com
Ireland	ie.p2phelp@s2p.db.com
Italy	italy.p2phelp@s2p.db.com
Japan	jp.p2phelp@s2p.db.com
Netherlands	nl.p2phelp@s2p.db.com
Philippines	ph.p2phelp@s2p.db.com
Poland	pl.p2phelp@s2p.db.com
Singapore	sg.p2phelp@s2p.db.com
Spain	es.p2phelp@s2p.db.com
Switzerland	ch.p2phelp@s2p.db.com
UAE	ae.p2phelp@s2p.db.com
UK	uk.p2p-invoices@s2p.db.com
US	us.p2p-invoices@s2p.db.com

